

*Replies from APC's re
unused safes*

~~CONFIDENTIAL~~

5159

21 October 1959

MEMORANDUM FOR: Chief, Records Management Staff


SUBJECT: Unused Safes Survey

1. Reference is made to your memorandum of 15 October regarding your survey of unused or spasmodically used safes.

✓ 2. We believe that your approach to the problem of surplus or marginally used safes is practical and valuable. We send herewith our congratulations to the originator of this idea.

3. You transmitted to us information on two safes now in O/NE. In the first instance, I find that this is a card-file safe holding card records for the preceding year. This safe is opened only when it is necessary to record the disposition of individual documents logged on the cards. At the end of this calendar year, these files will be removed and the safe subsequently used for records of the next calendar year.

✓ 4. In the second instance, the safe in question has previously been used for storage of a particular series of specially classified documents. Other facilities have now been provided. This safe accommodates only letter-size folders and for this reason cannot be used elsewhere in O/NE. This safe will be turned in in exchange for another of legal size drawers.


Administrative Officer/
Office of
National Estimates ✓

25X1

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1:00
Called.
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He said they have
(25 safes, 23) that
are opened every day.
They have no check
sheet, it's a vault
door. The other two
safes are ^{for} Mr. Dulles'
private documents. ✓

Sandy.

STAT

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150 ch
"Unused Safe Survey"

O.D.C. - "use all of them"
on daily basis, except
1 small 2 dr.
Safe use for
special O.D.C.
Not opened daily, but
is essential"

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UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1		<i>[Signature]</i>	<i>11/2</i>
2			
3			
4			
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6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<div></div> <p><i>(DDP) recently advised me that they were very pleased with the Security Check Sheet Survey & 2/3 of the items we sent them were "bearing fruit" one way or another. He feels we should repeat our "check up" about once a year-</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
<i>[Signature]</i>			<i>11/2/76</i>
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1	SC/NE	Emb-2	1 OCT 1959
2	Chief Records Management		
3	OR, 604 1016	N6TH	10/22
4		H	10/23
5		39B	10/23
6			
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APPROVAL		DISPATCH	RECOMMENDATION
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